



INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY) 2109-6PILD01

Department: CALIFORNIA PRISON INDUSTRY AUTHORITY
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EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an Equal Opportunity Employer to all, regardless of age, ancestry, color, disability (mental and physical) exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

POSITION(S) EXIST IN

Positions currently exist statewide with the California Prison Industry Authority

WHO SHOULD APPLY

Applicants who meet the minimum qualifications (entrance requirements) in this announcement and who have not taken the examination in the last 12 months may apply for this examination.

EXAMINATION INFORMATION

This examination consists of Training and Experience Self-Assessment examination weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

HOW TO APPLY

The Training and Experience Self-Assessment examination is available on the internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Self-Assessment examination by clicking the link in the **TAKING THE EXAM** section.

SALARY RANGE

\$4042-\$5111

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please contact the CALPIA Examination Unit at (916) 358-2696 to make specific arrangements.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922

ELIGIBLE LIST INFORMATION

Names of successful candidates will be merged onto the existing CALPIA eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after 12 months. The resulting eligibility list will be used to fill vacancies at CALPIA. A departmental OPEN eligible list will be established for the California Prison Industry Authority (CALPIA). Eligibility expires 12 months after it is established unless the needs of the

service and conditions of the list warrant a change in this period.

POSITION DESCRIPTION

This enterprise involves providing laundry services for State, local governmental entities, public agencies; and insuring the safety of offenders and staff in a work environment.

An Industrial Supervisor, Prison Industries (Laundry) plans and schedules production including labor, materials, and equipment; coordinates and/or supervises installation, operation, maintenance, and repair of equipment and/or machinery; makes recommendations to increase production efficiency and product quality; trains, counsels, and supervises offenders or residents in production work, quality control, safety, and personnel development; evaluates their performance and recommends appropriate action; assists in budget preparation and makes recommendations for needed materials, labor, and equipment; supervises preparation of records and reports on production, processing, and inventories; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects and searches offenders or residents for contraband, such as weapons or illegal drugs; and does other related work.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement as of the date this test is taken.

MINIMUM QUALIFICATIONS

Two years of production experience in a laundry enterprise or trade. (Education, such as trade school, vocational education, or major in the trade at the community college, college, or university level may be substituted for the required experience on the basis that two years of education is equal to one year of the required work experience. Such education must include two years of course work in the specified industrial operation.)

Promotional Candidates: including employees on training-and-development assignments, who are within six months of meeting the "Minimum Qualifications" for the specified promotional class, will be admitted to the examination, but first must complete the required experience before they can be eligible for appointment.

SPECIAL PERSONAL CHARACTERISTICS

Tact, patience, and ability to work with persons confined in a correctional institution.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of offenders. Assignments during tour of duty may include sole responsibility for the supervision of offenders and/or the protection of personal and real property.

ADDITIONAL DESIRABLE QUALIFICATIONS

Supervisory experience; education equivalent to completion of the twelfth (12) grade; and assertiveness.

SCOPE OF THE EXAM

A. Knowledge of (with particular reference to Laundry):

1. Methods, materials, machinery, processes, tools, and equipment used in industrial operations to carry out assignments.
2. Production scheduling and control to complete projects and assignments in a timely manner.
3. Quality standards and control to ensure integrity of end product.
4. Safety practices to ensure a secure workplace.
5. Materials handling techniques to operate safely, efficiently and effectively.
6. Principles of personnel management and supervision to ensure assignments are completed in an efficient manner.
7. Basic computer skills, including document creation, spreadsheets and computer operating systems to ensure efficient record keeping.

B. Ability to (with particular reference to Laundry):

1. Set up, maintain, adjust, make minor repairs, and operate required equipment to consistently continue production.
2. Make labor and material estimates to deliver products in a timely manner.
3. Instruct and supervise offenders in production techniques and safety practices to ensure productivity and well-being in the workplace.
4. Maintain firm, impartial, and consistent discipline to ensure cooperation and accomplish goals and objectives.
5. Understand rules, regulations, laws, and procedures to ensure compliance.
6. Analyze situations accurately and take effective action to efficiently carry out assignments.
7. Keep records and prepare reports to generate, analyze, and evaluate data.
8. Communicate and write effectively at a level required for a successful job performance to convey information and concepts clearly and concisely.

TAKING THE EXAM

Click the link below and you will be directed to the Training and Experience Self-Assessment examination, or visit www.calpia.ca.gov. Once you have completed the Training and Experience Self-Assessment examination, you will receive your examination results.

[Click here to go to the Training and Experience Self-Assessment examination for Industrial Supervisor, Prison Industries \(Laundry\)](#)

VETERANS' PREFERENCE

Effective January 1, 2014, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.

CAREER CREDITS

Career Credits will not be added to the final score for this examination, because it is an OPEN examination and therefore does not meet the requirements.

QUESTIONS?

If you have any questions concerning this announcement, please contact CALPIA, Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.

GENERAL INFORMATION

CALPIA reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified accordingly.

Applications are available at California Department of Human Resources (CalHR), local offices of the Employment Development Department, the CALPIA Human Resources, and online at www.calpia.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Subdivisional promotional, 2) departmental promotional, 3) multi-departmental, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin and under certain circumstances may be extended beyond that time.

General Qualifications: Candidates should possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In OPEN examinations, an investigation may be made of employment records and personal history and fingerprinting may be required. Any limitation, which restricts a person from safely performing the essential functions of the position, may constitute the basis for removal of the candidate's name from the eligible list.

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing information on arrests and driving violations. Candidates will be fingerprinted to search fingerprint files to disclose any criminal record. The hiring agency will use this information to determine your suitability to become a CALPIA employee. Information

collected for a background investigation is distinct from that required on the Examination Application (STD 678) which is completed prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required when completing the Examination Application.

Veterans' Preference Credits: Effective January 1, 2014, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an OPEN examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply to Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work, 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: The California Prison Industry Authority does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

CALIFORNIA PRISON INDUSTRY AUTHORITY
EXAMINATION UNIT
560 EAST NATOMA STREET * FOLSOM, CA 95630-2200
www.calpia.ca.gov